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California. State Library

REPORT

1910/12-1934/36

1912-1934/36

CALIFORNIA
STATE LIBRARY

GOVERNMENT
PUBLICATIONS

63
Biennial Report

OF THE

California State Library

1914



Biennial Report of the Trustees

OF THE

California State Library

FOR THE

Sixty-fourth and Sixty-fifth Fiscal Years

July 1, 1912, to June 30, 1914



CALIFORNIA
STATE PRINTING OFFICE
1914

TRUSTEES.

Appointed by the Governor. Term, four years.

A. H. HEWITT, of Yuba City, <i>President</i> -----	Term expires February 28, 1916
ALLEN B. LEMMON, of Santa Rosa-----	Term expires February 28, 1914
BRADNER W. LEE, of Los Angeles-----	Term expires February 28, 1914
CHARLES S. GREENE, of Oakland-----	Term expires February 28, 1912
R. M. RICHARDSON, of Sacramento-----	Term expires February 28, 1914
J. L. GILLIS, of Sacramento-----	<i>Librarian and ex officio Secretary</i>

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STATE OF CALIFORNIA,
DEPARTMENT OF THE STATE LIBRARY,
SACRAMENTO, CAL., June 30, 1914.

To his Excellency, HIRAM W. JOHNSON,
Governor of California.

SIR: We have the honor to submit the Biennial Report of the State Librarian for the two years ending June 30, 1914.

By order of the State Board of Library Trustees.

A. H. HEWITT, *President.*
ALLEN B. LEMMON, *Trustee.*
BRADNER W. LEE, *Trustee.*
CHARLES S. GREENE, *Trustee.*
R. M. RICHARDSON, *Trustee.*

REPORT OF THE STATE LIBRARIAN.

To the Honorable Board of Library Trustees of the California State Library.

GENTLEMEN: I have the honor to submit my report covering the transactions of the State Library for the sixty-fourth and sixty-fifth fiscal years, ending June 30, 1914.

FINANCES.

Balance on hand, July 1, 1912-----	\$3,527 78
Amount received during sixty-fourth and sixty-fifth fiscal years-----	145,509 87
Total -----	\$149,037 65
Expenditures during sixty-fourth and sixty-fifth fiscal years-----	134,692 54
Balance -----	\$14,345 11

THE LIBRARY FUND.

During the first half of this biennial period the Library continued on the reduced maintenance fund of \$3,500; and it was necessary, as was noted in the preceding report, to limit book purchases and to reduce the staff to the lowest number possible. The legislature of 1913, however, gave the Library the best fund it has ever had, amounting to \$197,200.00 for the two years, July 1, 1913, to June 30, 1915. With this fund it has been possible to resume book purchases on a scale more commensurate with our demands. Several members have been added to the staff in order to carry out the plans for better service. And the binding which was badly in arrears has been caught up with. We were further enabled to start a library school which for many years has been greatly needed in the development of library activities in California.

STAFF.

J. L. Gillis, Librarian.

Milton J. Ferguson, Assistant Librarian and in charge of Law Department.

Miss Laura Steffens, Second Assistant Librarian and Editor of News Notes of California Libraries.

Melvin G. Dodge, Legislative Reference Librarian.

Miss Margaret Eastman, in charge of Order Department.

Miss Susan T. Smith, Reference Librarian.

Miss Eudora Garoutte, Head of California Department.

Miss Alice J. Haines, Head of Documents Department.

Miss Sarah S. Oddie, Head of Catalog Department.

Miss Mabel R. Gillis, Head of Books for the Blind Department.

Miss Harriet G. Eddy, County Library Organizer.

Mrs Annie K. Blanchard, Shelf Lister.

Miss Annie Lowry, in charge of Periodicals and Binding.
Miss Ida G. Munson, Assistant.
Miss Anne B. Bailey, Assistant.
Miss Florence Whyte, Assistant.
Miss Anna Creaner, Assistant.
Miss Essae M. Culver, Assistant.
Miss Mary V. Provines, Assistant.
Miss Elisabeth C. Haines, Loan Desk Assistant.
Miss Margaret E. Dold, Assistant.
Miss M. Gladys Brownson, Assistant.
Miss Beulah Mumm, Assistant.
Miss D. Florence Montfort, Assistant.
Miss Ethel L. Wiles, Assistant.
Miss Clara L. Murray, Assistant.
Miss Persis C. McIntire, Assistant.
Miss Ella A. Clark, Indexer.
Wm. H. Lugg, Shipping Clerk and Cameragraph Operator.
Elmer Walther, Assistant in Law Department.
Miss Emma F. De Merritt, Book Repairer.
Miss Mae Sternsdorff, Book Repairer.
Miss Gladys M. Kidd, Stenographer.
Miss Lily Tilden, Stenographer.
Miss Florence Lamb, Bookkeeper and Stenographer.
Jos. E. Ryan, Assistant Shipping Clerk and Assistant Cameragraph Operator.
George J. Raymond, Assistant Shipping Clerk.
Lloyd Smith, Messenger.
Lon Hochderffer, Messenger.
George Glackin, Messenger.
Albert Marty, Messenger.
J. L. Foss, Janitor.
Albert E. Walsh, Assistant Janitor.

The following persons have been employed by the Library during the period covered by this report, but are not now in our service:

Robert Alexander, Jr. (temporary).
Miss Winifred Bigley (temporary).
Miss Jennie May Brown.
A. Cifuentus (temporary).
Martin Clancy (temporary).
Miss Vera M. Cleghorn.
Harry Coon.
Earl Eckles.

Miss Helen Evans (temporary).

Laurence Harrigan.

Mrs D. A. Hibbard.

Miss Nellie L. Hill.

J. Fulton Irwin.

Miss Edith C. Lawrence.

Lawrence Lewis.

Emmett Phillips (temporary).

Miss Edith Richardson.

Everett Rutherford.

Charles Schinkel.

James Snook.

Miss Julia Steffa.

Russell Tracy.

LAW DEPARTMENT.

The regular increase of reports, statutes and court records has quite filled up the shelf room in the Law Department. The most important addition to the collection consists of a complete set of *Lois et Actes du Gouvernement* (France) beginning 1789 with continuations to date. The laws of several other important European countries are also being secured.

DOCUMENTS DEPARTMENT.

The consolidation of the Documents and Legislative Reference Departments has proven advantageous. A certain amount of needless duplication has been avoided; and the time of assistants has been disposed of to better advantage. The work of the Library for the legislature of 1913 proves quite conclusively that better results are obtained under the new plan than under the old.

The documents collection is being checked carefully and missing items are being sought for. The New York State Library Index to Legislation, as far as it has been printed, is being clipped and mounted on catalog cards, so that all the items on any one subject may be filed together. This work, which will be completed before the convening of the legislature of 1915, will greatly facilitate investigations of the laws enacted throughout the United States.

From the point of view of the public some of the most important work of the department has been a review of legislation in 1913, a summary of measures to be submitted to the people in 1914, and select lists of references on the following subjects: The eight hour working day, "blue sky" laws, and state-wide prohibition; all of which appeared in the various issues of *News Notes of California Libraries*. Similar lists will be included in the July and October issues, and it is hoped thus to cover before the election most of the measures to be submitted.

BOOKS FOR THE BLIND DEPARTMENT.

The Books for the Blind Department aims to furnish reading matter to all the blind people of the state, and also to the partially blind and to those who have weak eyes. Books, magazines, and music in five types (American Braille, European Braille, Line, Moon and New York point) are loaned to those who can already read; and instruction books and alphabets to those who wish to learn. Games and writing appliances are loaned as samples so that the blind can try them before buying. Information about all phases of work for the blind is given to inquirers.

The accessions of the department are now 3,863, 1,441 additions having been made in the last two years. There are 635 borrowers, a gain of 124 in two years; 15,101 loans were made from July 1, 1912, to June 30, 1914—4,271 more than were made in the previous two years.

A new circular and finding list was issued January, 1914. This explains the method of borrowing books, and contains a complete list of the books in the department at that date. A copy was sent to each blind borrower, and has helped greatly in the selection of books wanted.

The finding list is supplemented each quarter by News Notes, a reprint of the books for the Blind Department section of News Notes of California Libraries. This gives statistics about the department work, as well as a list of additions, and is sent to all blind borrowers.

The best for our purpose of the new books published in American Braille, New York point and Moon during the last two years have been added immediately; and older publications have been bought mainly on request. Many gifts have also been received from blind borrowers, schools, societies and publishers for the blind. Our collection of music, which had not been materially added to for some time, was built up during the last year, so that we now have 105 pieces of New York point music and 430 pieces in American Braille.

The fact that the Uniform Type Committee will probably decide on European Braille as a basis for a uniform type has aroused much interest in that system. The Library has accordingly ordered a new collection of primers and books in that type. Formerly our collection of books in European Braille had consisted mainly of donations.

The department is trying at present to be of assistance to those blind students who are attending schools for the seeing. All books needed for school work are bought, if they have been put into raised type. This, of course, can only be done on request, as education of the blind with the seeing is just beginning in California, and it is impossible to judge for what studies and for what grades books are going to be needed. To these students the greatest assistance given has been along the lines of history, mathematics and the languages.

The greatest advance made by the department in the last two years has been in the employment of a home teacher for the blind. Her appointment was made at the June, 1914, meeting of the Board of State Library Trustees, to take effect July 1, so no report of her work can be made at this time. The plan, however, is to have as a beginning, three hours on two afternoons a week at the Los Angeles Public Library, where the blind who can go to the Library, will be taught to read. On other days the teacher will visit the blind of Los Angeles and vicinity in their homes. Miss Kate M. Foley, of Los Angeles, a graduate of the California School for the Blind, is the teacher employed. For some years she has been teaching the adult blind merely from interest in the work, and is thoroughly informed on all problems of the blind.

CALIFORNIA DEPARTMENT.

The cards of about 300 pioneers, artists, authors and musicians, generally accompanied by photographs and other biographical material, have been added to the collection during the past two years. Much progress has been made in our endeavor to gather together reproductions of the works of California artists and the manuscript and published writings of California authors and musicians. About 5,000 commercial documents of unusual historical value have been acquired during the period covered by this report.

The newspaper index now covers the period, August 15, 1846, to March, 1905, and January to September, 1913. Rapid progress is being made towards filling in the gap from 1905 to 1913. The time of one person is entirely devoted to this work.

The department prepared a supplementary list of the pseudonyms of California authors, which was published in v. 8, News Notes of California Libraries, p. 587. The department also compiled a list of Fiction in the State Library having a California coloring which will be found in v. 9, News Notes of California Libraries, p. 227.

REFERENCE DEPARTMENT.

The work of the Reference Department continues to grow, especially through requests from the county free libraries, from public libraries, and through work done for high schools and women's clubs. During the past two years the department has tried especially to build up a collection to fill the demand for foreign books, and toward that end has purchased books in the Bohemian, Italian, Portuguese, Danish and Swedish languages, as well as added to the French, German and Spanish collections.

The Library is acquiring prints, which are being loaned through the Reference Department. There are now a few over nine hundred in the collection, consisting of a full set of the Medici prints; reproductions of the masterpieces in famous galleries of Europe, from the Berlin Photo-

graphic Company; some of Braun and Company's reproductions; and examples of American art from the Detroit Publishing Company, and Curtis and Cameron.

Lantern slides are also being loaned through this department. The first collection of slides to be added are those showing California industries. Forestry and horticulture subjects are now available.

Many women's clubs have been assisted in the preparation of programs, in the selection of books on stated subjects, and in the lending of the books as needed. The Library is to be brought into even closer touch with the clubs during the coming year, as the Head of the Reference Department has recently been appointed Chairman of the Bureau of Library, Information and Reciprocity of the California Federation of Women's Clubs, and in that capacity will help in much of the work of making up programs, give all kinds of information and direct the club women to a close connection either with their local libraries or the State Library.

As the work of the department has grown, it has become necessary to make some change in the service given. Beginning July 1, 1914, all requests for material from individuals, institutions or libraries in a county having a county free library must be sent to the State Library through the county free library. This applies to cities which have not joined the county free library, as well as to the regular established branches. This will help economy of service, and will prevent the sending of material which is already available in the county.

CATALOG DEPARTMENT.

The work of the Catalog Department has proceeded as usual—current accessions have been cataloged as fast as possible, and classes needing recataloging have been worked on as demand arose. The recataloging of books on sociology has been finished, and the 800's are now being worked on. During the past two years 69,286 cards, representing 17,562 volumes, were added to the catalog.

ORDER DEPARTMENT.

With the increase in our funds we immediately began to purchase books in much larger quantities, in order to make up for the lack of purchases during the preceding biennial period. It was soon found that our old accessions system was too laborious; too much time was required to enter books after their receipt. A new order and accessions system, similar to that employed in the Library of Congress, has been adopted, and has been found satisfactory in every respect. It requires much less time to handle the books under the new plan than it did under the old. In particular, a lot of books may now be cleared in a fraction of the time required under the older system; a matter which is of special importance in the case of books needed immediately upon receipt at the Library.

BRANCHES OF THE STATE LIBRARY.

As the 1913 legislature was nearing the end of its session the heirs of Adolph Sutro decided to give the Sutro collection of books to the State Library on condition that the Trustees establish a permanent branch in San Francisco in which to house the gift. Action in accordance with the terms of the gift was immediately taken by the Board of State Library Trustees. A bill, carrying an appropriation of \$70,000.00 for quarters, stacks and other expenses, was immediately passed but did not receive the Governor's approval. The Trustees felt, however, that the gift was too important not to accept.

The books which for more than thirty years had been housed in the old Montgomery Block were packed up during September, 1913, and early in October were moved to Sacramento and Webster streets on the second floor of the Lane Medical Library Building. These quarters, which in many ways are highly desirable, are in a fire-proof building and have been taken under a five-year lease. A one-story wooden stack has been placed covering about half of the floor space, and having a capacity of 60,000 or 70,000 volumes. Some progress has already been made in listing the books by author and placing them on the shelves. Just the number of volumes in the collection and their worth can only be definitely ascertained, however, after the books have all been handled. Enough is known about the library to be sure that it contains many very valuable volumes.

Such a branch in the heart of the most populous section of the state will give the State Library an opportunity to make its material accessible to more people. No attempt will be made, of course, to compete with local libraries; but enough remains of that field which the State Library has been covering, supplementary to local libraries, to tax our resources.

Nothing has yet been accomplished toward the establishment of a branch in Los Angeles. Should the bond measure for a state building in that city be approved, however, it may then be possible to give consideration to this question.

COMPILATIONS AND INDEXES.

The legislature of 1913 amended the law relating to the duties of the state librarian, who thereby is now required to index the statutes and journals, to make a general index to the laws of the state, and to compile such volumes and pamphlets of laws and other matter as the various state departments may require in the exercise of their official duties. Under this law the library has indexed the histories of both houses of the legislature, the journals and the statutes for the session of 1913. As yet no provision has been made for printing the general index to the laws, so that work has not been done.

The following compilations have been made:

Election Laws.

Library Laws.

Health Laws.

Laws Relating to Orphans.

Supplement to the Compilation of Laws of Interest to Women and Children is on the press.

NEWS NOTES OF CALIFORNIA LIBRARIES.

“News Notes of California Libraries” is issued quarterly, and is now in its ninth volume. It contains statistics from the libraries of the state, news notes about their work, information about the California Library Association and the Board of Library Examiners, and a Directory for Library Supplies. Almost every number has as an additional feature reference lists of various kinds on California subjects or subjects of interest to California. The publication aims primarily to keep every library worker of California informed about what the other librarians and libraries are doing. It is hoped by means of this quarterly to make the knowledge of library conditions in California very general. From all indications we believe that this result is being accomplished.

We have been able to effect a considerable saving in the mailing of “News Notes of California Libraries,” through second class rates which were granted in December, 1913. Though two applications had previously been made for this privilege, for some reason never very clear or very forceful to us both applications had been denied.

UNION CATALOG AND DEPOSITORY CATALOG.

The Union Catalog for California was started in 1909 with cards for the periodical files in most of the libraries of California. The Catalog aims to include an author card for every addition to every library in California. The county free libraries and some of the public libraries of the state are already sending cards for additions. Stanford University accessions since October, 1912, are included and cards have been promised from the University of California Library as the books are recataloged.

The State Library is also a depository for cards from Harvard University Library, the University of Chicago Library and the Library of Congress. The depository set of Library of Congress cards that was formerly located in the Denver Public Library was transferred to us in January, 1914. As the Denver Public Library had had the cards discontinued in January, 1911, the accumulation since that date was being held at the Library of Congress. This accumulation, in addition to a large quantity of cards which came unfiled from Denver, has been impossible to handle in the five months' time, but by January, 1915, the cards will doubtless be filed to date.

Any information the Union Catalog or depository cards can give is furnished promptly to any inquirer.

ELEVATOR.

Efficient and ready service has long been attained in the State Library quarters in spite of the fact that the reading rooms and book stacks are scattered over five floors of the Capitol building and without an inside elevator. The handicap became so evident during the early part of 1914 that the State Engineering Department was requested to investigate the feasibility of installing an elevator exclusively for library use. The plan has been approved, and it is expected that the elevator will be ready for use by January 1, 1915.

LIBRARY SCHOOL.

In order to meet the demand both on the part of libraries for librarians and assistants, who have had the benefits of technical training, and also of persons desiring to enter the profession for training within the state, the Trustees of the State Library at the meeting on September 4, 1913, authorized the establishment of a library school. The course covers a period of one academic year. The number of students taken has been limited to fifteen. The first class, selected by competitive examination held by the State Civil Service Commission entered upon its work on January 12, 1914, and consists of the following persons:

Ruth Beard, Modesto.
Helen V. Briggs, Sacramento.
Helen M. Bruner, Sacramento.
Blanche Chalfant, Bishop.
Miriam J. Colcord, Modesto.
Mabel Coulter, Salinas.
Bernice L. Goff, San Jose.
Vivian Gregory, Woodland.
Eloise Gundrum, Sacramento.
Cecilia Henderson, Santa Paula.
Anne Margrave, Santa Barbara.
Lenala Martin, Sacramento.
Myrtle Ruhl, Redwood City.
Jennie Runsey, Woodland.
Caroline Wenzel, Sacramento.

This first class will end its year's work on December 18, 1914.

The second class, for which examinations will be held in Sacramento, San Francisco and Los Angeles on September 2, 1914, will begin its work on September 23d. Beginning with the second class the school year will regularly begin in September and end the following June.

In the Fall of 1915 the entrance standard will be raised, at which time and thereafter only college graduates will be considered for admission to the School.

During the Summer vacation of 1914 the students of the school were employed part time cataloging the books of the Sutro collection, and part time working in the San Francisco Public Library. The experience gained in both phases of their work will no doubt be of much value to them.

SUTRO GIFT.

Mention of the Sutro collection has already been made under the heading Branches of the State Library, but further and formal notice and thanks must be made to the heirs of Adolph Sutro and especially to the executrix of the estate, Dr. Emma L. Merritt, for this splendid gift. These books, including as they do much valuable material in all departments of knowledge, will be made available to the public as soon as possible and will serve the purpose which their far sighted collector had in mind.

LIBRARY BUILDING.

The Commission to investigate the need for more adequate quarters for departments of the state government, including the State Library, made a thorough investigation of the whole question and in its report to the Governor strongly urged the necessity of at least two more buildings in Sacramento: an office building and a building for the courts and the State Library. The committee was unanimous in condemning any plan to put the additional buildings on the present Capitol park. It decided after thorough discussion and consultation with experts that the most convenient location for these buildings would be the two blocks adjoining the Capitol grounds on the west; and suggested that the city of Sacramento purchase and donate this ground to the state. Accordingly the citizens of Sacramento who are interested in preserving the park in its present open and beautiful condition undertook a campaign of education. So thoroughly convincing was the argument that the bond proposition to purchase the two blocks carried almost eight to one.

The legislature of 1913 passed a bond measure providing \$3,000,000.00 to construct the two buildings in question. This proposition will be submitted to the people at the general election in November, 1914; and from all indications will be approved.

EASTERN TRIPS.

In October and November, 1913, the Assistant Librarian made a trip to many of the eastern libraries; and in January and February, 1914, the Legislative Reference Librarian made a similar trip, covering for the most part different libraries. The purpose of these trips was to study library conditions and activities in the places visited, to find out where things are done differently and why, and to attempt in every possible way to better our practice and service.

The State Library was represented at the 1913 and 1914 conferences of the American Library Association by a member of the Board of Trustees, Charles S. Greene.

COUNTY LIBRARIES.

The following counties have established county free libraries since the last report: Butte, Contra Costa, Glenn, Humboldt, Inyo, Los Angeles, Monterey, San Bernardino, San Mateo, Santa Clara and Solano. Many school districts have joined the county free libraries and are having library service. Branches established in these school districts and in other localities by the county free libraries amount to the total of 752, an increase of 535 in the last two years. On July 1, 1912, fifteen school districts had joined county free libraries; July 1, 1914, 183 school districts have joined, making an increase of 168 school districts having county free library service in two years.

The following is a list of the counties having county free libraries, with the date of establishment, income, and number of branches on June 30, 1914.

	Date established	Income. 1912-14	Number of branches
Alameda -----	Sept. 26, 1910	\$32,177 32	24
Butte -----	Sept. 3, 1913	5,199 38	52
Contra Costa -----	July 21, 1913	6,765 78	29
Fresno -----	Mar. 12, 1910	27,454 60	27
	¹ Jan. 8, 1913		
² Glenn -----	Apr. 8, 1914		
³ Humboldt -----	May 12, 1914		
Imperial -----	Feb. 6, 1912	10,648 38	25
Inyo -----	Sept. 15, 1913	3,762 24	7
Kern -----	Nov. 16, 1910	19,839 29	29
	¹ July 11, 1911		
Kings -----	June 4, 1912	11,325 23	9
Los Angeles -----	Sept. 5, 1912	90,407 26	64
Madera -----	May 3, 1910	13,573 36	25
	¹ June 5, 1911		
Merced -----	June 6, 1910	32,456 06	16
Monterey -----	Aug. 6, 1912	7,368 81	11
	⁴ Sept. 1, 1913		
Riverside -----	Nov. 8, 1911	11,589 40	49
Sacramento -----	Oct. 1, 1908	23,699 90	165
San Bernardino -----	July 14, 1913	4,973 77	20
	⁴ Feb. 1, 1914		
San Diego -----	Apr. 5, 1912	14,386 19	23
	Feb. 15, 1913		
San Joaquin -----	Mar. 7, 1910	15,000 00	24
³ San Mateo -----	Sept. 5, 1912		
Santa Barbara -----	Feb. 16, 1910	20,168 46	30
² Santa Clara -----	July 20, 1912		
⁵ Solano -----	Apr. 6, 1914		
Stanislaus -----	Aug. 14, 1911	16,315 35	19
Tulare -----	June 10, 1910	26,386 94	54
	⁴ July 1, 1913		
Yolo -----	July 12, 1910	16,220 39	50

¹Under 1911 law.²To start operations July 1, 1914.³Appropriation has not yet been made.⁴Work started. This additional date is given only in cases where it is at least six months later than date established.⁵To start operations August 1, 1914.

APPENDIX A.

Debits for the sixty-fourth fiscal year, July 1, 1912, to June 30, 1913.

1912	July 1	Balance on hand.....	\$8 90
	July 5	Warrant	3,499 15
		Petty cash	1 41
	Aug. 5	Warrant	3,495 58
		Petty cash	55 21
	Sept. 6	Warrant	3,509 45
		Petty cash	3 06
	Oct. 5	Warrant	3,525 97
		Petty cash	8 95
	Nov. 2	Warrant	3,510 84
		Petty cash	5 81
	Dec. 7	Warrant	3,534 16
		Petty cash	4 23
1913	Jan. 4	Warrant	3,500 84
		Petty cash	2 24
	Feb. 1	Warrant	3,528 03
		Petty cash	17 03
	Mar. 5	Warrant	3,492 65
		Petty cash	2 69
	Apr. 5	Warrant	3,507 04
		Petty cash	17 41
	May 2	Warrant	3,495 23
		Petty cash	2 53
	June 4	Warrant	3,532 03
		Petty cash	19 75
	June 30	Warrant	6,808 94
Total			\$49,089 13
Credits for the sixty-fourth fiscal year.....			49,069 38
Balance in bank July 1, 1913.....			\$19 75

REPORT OF THE STATE LIBRARIAN.

Credited for the sixty-fourth fiscal year, July 1, 1912, to June 30, 1913.

[illegible]

APPENDIX B.

Debits for the Sixty-fifth fiscal year, July 1, 1913, to June 30, 1914.

1913—July 1	Balance on hand	\$19 75
July 31	Warrant	3,856 21
	Petty cash	4 26
Aug. 31	Warrant	4,871 94
	Petty cash	18 11
Sept. 30	Warrant	5,308 89
	Petty cash	1 71
Oct. 31	Warrant for salaries	3,745 01
Nov. 3	Warrant for general bills	2,232 10
	Petty cash	6 98
Nov. 29	Warrant for salaries	3,850 17
	Petty cash	43 68
Dec. 3	Warrant for general bills	2,234 29
Dec. 31	Warrant for salaries	3,943 67
	Petty cash	9 55
1914—Jan. 7	Warrant for general bills	5,134 87
Jan. 31	Warrant for salaries	3,941 67
	Petty cash	17 32
Feb. 6	Warrant for general bills	3,445 13
Feb. 28	Warrant for salaries	4,065 01
	Petty cash	34 03
Mar. 2	Warrant for general bills	3,617 04
Mar. 31	Warrant for salaries	4,116 21
	Petty cash	2 06
Apr. 2	Warrant for general bills	5,975 65
Apr. 30	Warrant for salaries	4,288 47
	Petty cash	5 40
May 7	Warrant for general bills	5,974 29
May 29	Warrant for salaries	4,388 92
	Petty cash	50 89
June 9	Warrant for general bills	2,337 28
June 30	Warrant for salaries	4,399 19
	Petty cash	6 97
	Warrant for general bills	4,626 62
	Total	\$85,973 34
	Credits for the sixty-fifth fiscal year	85,966 37
	Balance in bank July 1, 1914	\$6 97

APPENDIX C.

Credits for the sixty-fourth and sixty-fifth fiscal years, July 1, 1912, to June 30, 1914.

Items	General Department	Law	Documents	Legislative Reference	News Notes	Blind	County Free Library Organization	Library School	Sutro	Total
Books	\$10,435 99	\$4,654 49	\$3 24			\$733 66				\$15,827 38
Prints	292 07							\$18 81		310 88
Music	2 68					20 88				23 56
Maps	126 85									126 85
Subscriptions	3,612 47	701 41	3 60			2 64				4,320 12
Salaries	53,697 78	4,795 84	8,978 64	\$3,900 00		3,555 00	\$1,975 82	765 65	\$422 15	78,090 88
Printing	1,447 15				\$3,626 01	284 01	88 93			5,446 10
Printing supplies	617 55									617 55
Binding	1,680 33				15 80					1,909 18
Telegraph and telephone	607 12	208 95	4 10							633 59
Postage	2,035 00			26 47						2,035 00
Express	1,914 71		52 99			2 24				1,969 94
Cartage and freight	560 71	50	1 25			3 10			436 01	1,001 57
Furniture	654 45								90 75	745 20
Typewriters, etc.	1,563 26									1,563 26
Filing cases	3,702 41								193 60	3,896 01
Supplies, cards, etc.	785 30		3 25							788 55
Library of Congress cards	900 00		143 79							1,043 79
Water and ice	262 35									262 35
Rent									1,000 00	1,000 00
Traveling expenses	1,388 10			336 53			2,279 19		291 80	4,295 62
Board meetings	513 20									513 20
California Library Association expenses	840 23									840 23
Miscellaneous	2,645 48		9 32			27 53			120 36	2,802 69
Book lift	80 00									80 00
American Library Association expenses	149 66									149 66
Stacks									3,292 00	3,292 00
Lectures								281 80		281 80
Stereopticon	405 84									405 84
Adding machine	325 00									325 00
Elevator	94 74									94 74
Totals	\$91,340 43	\$10,361 19	\$9,200 18	\$4,263 00	\$3,641 81	\$4,629 06	\$4,343 94	\$1,066 26	\$5,846 67	\$134,692 54

STATE OF CALIFORNIA,
Sacramento County } ss.

I, J. L. Gillis, being duly sworn, on oath depose and say: That I am the secretary of the Board of Trustees of the California State Library; that the foregoing statement of the expenditures of the State Library for the sixty-fourth and sixty-fifth fiscal years, from July 1, 1912, to June 30, 1914, is true and correct.

J. L. GILLIS.

Subscribed and sworn to before me, this 3d day of October, A. D. 1914.

[SEAL]

M. J. FERGUSON,
Notary Public, Sacramento County, California.

APPENDIX D.

Number of volumes in Library June 30, 1914.

	Number at last report	Added from July 1, 1912, to June 30, 1914					Grand total
		Purchase	Exchange	Gift	Discard	Total	
Main Library, including Law and California -----	160,280	7,152	1,444	*1,871	None	10,467	170,747
"Large Loans Collection" -----	13,830	None	None	None	None	None	13,830
Books for Blind -----	2,422	1,053	None	388	None	1,441	3,863
Grand totals ----	176,532	8,205	1,444	2,259	None	11,908	188,440

*Includes U. S. Government publications.

APPENDIX E.

BOARD OF LIBRARY EXAMINERS.

Members of the Board.

J. L. Gillis, State Librarian, Chairman.

Everett R. Perry, Librarian Los Angeles Public Library, Secretary.

Robert Rea, Librarian San Francisco Public Library.

Section 6 of the County free library law reads:

A commission is hereby created to be known as the board of library examiners, consisting of the state librarian, who shall be ex officio chairman of said board, the librarian of the public library of the city and county of San Francisco and the librarian of the Los Angeles public library . . . (Chap. 68, Cal. Statutes 1911.)

Four examinations have been held (July 1, 1912—June 30, 1914):

Los Angeles, October 10, 1912, and San Francisco, October 11, 1912.

Santa Barbara, June 10, 1913.

Los Angeles, December 8-9, 1913, and San Francisco, December 11-12, 1913.

Coronado, June 19, 1914, and San Francisco, June 23, 1914.

Sixty-eight candidates took the examinations and 28 passed.

The Board has issued 90 certificates in all.

Certificates of qualification have been issued to the following persons :

First Grade.

Bailey, Anne Bell, Assistant State Library, Sacramento.
 Baird, Jean D., Assistant Alameda County Department Free Library, Oakland.
 Barmby, Mary, Chief Alameda County Department Free Library, Oakland.
 Bigley, Winifred H., Librarian Merced County Free Library, Merced.
 Chapin, Artena M., Librarian A. K. Smiley Public Library, Redlands.
 Cloudsley, W. F., Librarian Stockton Free Public Library and San Joaquin County Free Library, Stockton.
 Coffin, Helen L., 934 Walnut St., Riverside.
 Daniels, Joseph F., Librarian Riverside Public Library and Riverside County Free Library, Riverside.
 Dills, Clara B., Librarian Solano County Free Library, Fairfield.
 Evans, Helen, Reference Librarian Public Library, Riverside.
 Ferguson, Milton J., Assistant Librarian State Library, Sacramento.
 Gillis, Mabel R., Head Books for Blind Department, State Library, Sacramento.
 Gleason, Celia, Librarian Los Angeles County Free Library, Los Angeles.
 Greene, Charles S., Librarian Free Library, Oakland.
 Hadden, Anne, Librarian Monterey County Free Library, Salinas.
 Haines, Alice J., Head Documents Department, State Library, Sacramento.
 Herrman, Bessie, Librarian Tulare County Free Library, Visalia.
 Herrman, Jennie, Librarian San Diego County Free Library, San Diego.
 Huntington, Stelia, Librarian Santa Clara County Free Library, San Jose.
 Kennedy, Helen T., Chief Branches Department, Public Library, Los Angeles.
 Linn, Mrs Frances Burns, Librarian Santa Barbara Free Public Library and Santa Barbara County Free Library, Santa Barbara.
 Long, Harriet C., Librarian Kern County Free Library, Bakersfield.
 McCardle, Sarah E., Librarian Fresno Free Public Library and Fresno County Free Library, Fresno.
 Oddie, Sarah S., Head Catalog Department, State Library, Sacramento.
 Perry, Everett R., Librarian Public Library, Los Angeles.
 Provines, Cornelia D., Librarian Stanislaus County Free Library, Modesto.
 Reagan, Ida M., Librarian Butte County Free Library, Oroville.
 Ripley, Lauren W., Librarian Sacramento City Free Library and Sacramento County Free Library, Sacramento.
 Smith, Susan T., Reference Librarian State Library, Sacramento.
 Steffa, Julia, Assistant Los Angeles County Free Library, Los Angeles.
 Steffens, Laura, Second Assistant Librarian State Library, Sacramento.
 Waterman, Minerva H., Librarian Public Library, Santa Cruz.
 Waters, Caroline S., Librarian San Bernardino County Free Library, San Bernardino.
 Watson, William R., Chief Division of Educational Extension, New York State Library, Albany, New York.
 Whitbeck, Mrs Alice G., Librarian Contra Costa County Free Library, Martinez.

Second Grade.

Babeock, Mrs Julia G., Librarian Yolo County Free Library, Woodland.
 Baker, Mignon, Librarian Girls' High School Branch, Public Library, Riverside.
 Barnett, Margaret Adelle, Librarian Public Library, Santa Rosa.
 Beeman, Mrs Anne (Madison), Mrs Thomas Beeman, Librarian Imperial County Free Library, El Centro.
 Brown, Charlotte M., Librarian University of Southern California Library, Los Angeles.
 Brown, Jennie May, Librarian Inyo County Free Library, Independence.
 Brownson, Gladys, Assistant State Library, Sacramento.
 Clatworthy, Linda M., Estes Park, Colorado.
 Craig, Agnes S., Librarian North Branch Public Library, Pasadena.
 Culver, Essae M., Assistant State Library, Sacramento.
 Davison, Mrs Hannah P., Librarian Free Public Library, San Diego.

Dickson, Lillian L., Head Cataloger, Public Library, Riverside.
 Dold, Margaret E., Assistant State Library, Sacramento.
 Ellis, Victoria, 427 N. Grand avenue, Los Angeles.
 Ferris, Katharine Post, Librarian Public Library, Corona.
 Field, Clara C., 548 E. Almond avenue, Orange.
 Foote, Frances R., Assistant Public Library, Los Angeles.
 Goldman, Belle A., Superintendent of Branches and Stations, Public Library, San Francisco.
 Lawrence, Edith C., 5705 Washington avenue, Chicago.
 McCluhan, Elva, Assistant City Free Library, Sacramento.
 Madison, Mrs Elizabeth S., Librarian High School Library, Oakland.
 Mallory, Gertrude, Custodian Central Avenue Branch, Public Library, Los Angeles.
 Mast, Mande L., Librarian Madera County Free Library, Madera.
 Maynard, Glyde, Cataloger University of California Library, Berkeley.
 Mumm, Beulah, Assistant State Library, Sacramento.
 Munson, Ida G., Assistant State Library, Sacramento.
 Robson, Anna Laura, Assistant Public Library, Berkeley.
 Silverthorn, Bessie B., Librarian Kings County Free Library, Hanford.
 Strother, Nell, Assistant Fresno County Free Library, Fresno.
 Weyand, Anna, Assistant Contra Costa County Free Library, Martinez.
 Wilsey, Della M., Librarian Public Library, Richmond.

Third Grade.

Maxwell, Agnes, Librarian Public Library, Crescent City.
 West, Mabel G., Elko, Nevada.
 Williams, Anna L., Librarian Public Library, Alturas.

At Present Out of Library Work.

Dickinson, Asa Don (2d grade).
 Dickinson, Mrs Norma (Burrell) Mrs G. C. Dickinson (2d grade).
 Green, Mrs Mabel (Prentiss), Mrs Donald R. Green (1st grade).
 Harris, Mrs Emma B. (Barker), Mrs Daniel Harris (2d grade).
 Hollabaugh, Mrs Antoinette M. (Humphreys), Mrs Thomas G. Hollabaugh (1st grade).
 Laurence, Mrs Ethelwyn H. (Fagge), Mrs Roger Laurence (1st grade).
 Schurch, Mrs Bertha (Kumli), Mrs John Schurch (1st grade).

A revised edition of the "California county free library law and circular of information for applicants for certificates of qualification to hold the office of county librarian in California" was prepared and was printed in *News Notes of California Libraries*, January, 1914, and later issued in pamphlet form.

